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Chapter 8

Graduate Management Admission Test

Computer Adaptive Test (GMAT CAT)

Introduction

The GMAT is available year round at computer-based test centers only. The examinee is responsible for

- scheduling the GMAT,
- paying all fees associated with registration, and
- if eligible, completing the reimbursement form and applying for reimbursement not later than 90 days after the scheduled test date.

Obtain information regarding GMAT testing policies and registration procedures, and identifying the nearest GMAT Test Center by

- calling 1-800-GMAT-NOW (1-800-462-8669),
- visiting the GMAC Web site at www.mba.com, or
- reviewing the current GMAT *Information Bulletin*

DANTES reimburses the GMAT fee for eligible military personnel only. For specific eligibility requirements, see the “Reimbursement Eligibility” section in this chapter.

- **Examinees must pay particular attention to the rescheduling and cancellation sections in the GMAT *Information Bulletin*.**
 - **Examinees are responsible for paying all fees charged for these services.**

Background

- In 1953, nine graduate schools of business developed a single admissions test for common use.
- The number of participating institutions grew, and in 1970 they incorporated as the Graduate Management Admission Council (GMAC). The Council sets policy and directs ETS in conducting the GMAT program.
- Today, nearly 1700 colleges and universities make use of scores on the GMAT for admission to graduate business and management programs.
- The last paper-and-pencil administration of the GMAT at DANTES Test Centers was January 1999. Beginning 1 October 1999, the GMAT became available to military personnel at National and International Test Centers only on an after-the-fact reimbursement basis.

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Description

GMAT

The GMAT program involves testing, researching, developing publications, disseminating admissions information, and offering guidance and placement services.

- The Graduate Management Admission Search Service (GMASS) provides candidates' addresses to schools seeking candidates (this service is free to GMAT candidates).
 - The GMAT measures general verbal, quantitative, and analytical writing skills and abilities developed over a long period of time that are associated with success in the first year of study in a graduate school of management.
-

Test Composition

The GMAT includes verbal, quantitative, and analytical writing questions that the examinee answers on a computer.

Type of Test	What Is Measured	Length of Time
Verbal	41 questions in sentence correction, reading comprehension, and critical reasoning.	75 minutes
Quantitative	37 questions involving data sufficiency and problem solving.	75 minutes
Analytical Writing	<ul style="list-style-type: none">• Ability to think critically, and• Ability to communicate complex ideas through writing.	30 minutes for each of 2 writing topics

Note: Because of the wide variation in course requirements for admission to graduate study in management, it was decided that a test of general developed abilities would be more appropriate than a test of knowledge in specific subject matter areas. The GMAT does not measure achievement in any particular subject area.

Description, Continued

GMAT Test Preparation Material

Examinees are sent free test preparation materials immediately after they register to take the GMAT. The GMAT: PowerPrep® software may also be downloaded free at any time by visiting: www.mba.com.

GMAT Reimbursement Eligibility

Reimbursement Eligibility**For Military:**

To be eligible for reimbursement of the GMAT testing fee, the military examinee must, at the time of testing, possess a current “Armed Forces of the United States” identification card and meet the following requirements:

- Have never taken a DANTES-funded GMAT paper-based or GMAT CAT examination.
- Is applying to or enrolled in a graduate school requiring the GMAT, or
- Is fulfilling a legitimate Service requirement.
- Agrees to apply for reimbursement within 90 days of the scheduled test date.

For Civilians:

Civilians are not eligible for DANTES reimbursement of the GMAT.

Registration and Scheduling Procedures

Conus Scheduling/ Registration Options

There are 3 scheduling/registration options for those testing in the U.S., American Samoa, Guam, U.S. Virgin Islands, Puerto Rico and Canada:

ONLINE (preferred method):

- Register online at **www.mba.com** and charge the registration fee to VISA, MasterCard, or American Express.

BY PHONE:

- Call the computer-based test center directly (see the *GMAT Information Bulletin* or visit **www.mba.com**) or call **1-800-GMAT-NOW** (1-800-462-8669), schedule the exam, and charge the registration fee to VISA, MasterCard, or American Express.

BY MAIL:

The examinee completes the “GMAT Voucher Request Form” (Exhibit 1) found in the *GMAT Information Bulletin* and mails the registration fee (check or money order made out to **ETS-GMAT**) and the request form to:

**GMAT
Educational Testing Service
P.O. Box 6103
Princeton, NJ 08541-6103**

In 2-4 weeks the examinee will receive the voucher and may then call the test center or **1-800-GMAT-NOW** to schedule an appointment.

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Registration and Scheduling Procedures, Continued

Overseas Scheduling/ Registration Options

Visit www.mba.com or refer to the *GMAT Information Bulletin* for the phone number and address of the nearest Regional Registration Center (RRC).
Registration or scheduling options for those testing overseas are:

ONLINE (preferred method):

- Register online at www.mba.com and charge the registration fee to VISA, MasterCard, or American Express.

BY PHONE:

Call the RRC in the associated country, schedule the exam, and charge to VISA, MasterCard, or American Express.

BY FAX:

- Fax the GMAT International Test Scheduling Form*, (Exhibit 2) with completed credit card information to the preferred RRC.
- The form must be received at the RRC at least 7 days prior to the examinee's first test date choice.

BY MAIL:

- Send the GMAT International Test Scheduling Form* (Exhibit 2) and the registration fee to the preferred RRC. Pay with credit card (VISA, MasterCard, or American Express), bank draft, personal check, Eurocheck, or money order.
- Make check or money order payable to **ETS-GMAT**.
- The RRC must receive the package at least 3 weeks prior to the examinee's first test date choice.
- Do not use DSN phone or DSN FAX numbers on the test scheduling form.

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Registration and Scheduling Procedures, Continued

GMAT Testing Intervals

The following applies concerning the frequency of GMAT testing:

- Examinees may not take the GMAT more than one time in any given calendar month, even if they took the test and cancelled the score immediately upon completing the test.
 - The GMAT cannot be taken more than 5 times in any 12-month period.
 - If the GMAT is taken more often than allowed, the new score will not be reported and the fee will be forfeited. This policy applies even if the score is cancelled during administration.
-

GMAT Reimbursement Responsibilities

TCO Responsibilities

The DANTES TCO should:

- Disseminate GMAT testing information through various media.
 - Act as the focal point for information and guidance.
 - Provide the *GMAT Information Bulletin* and refer examinees to the GMAT Web site at www.mba.com.
 - Notify examinees that they must apply for reimbursement no later than 90 days after the scheduled test date.
 - Provide, review, and certify the “DANTES GRE General/GMAT Reimbursement Form” (Exhibit 3) for eligible examinees.
 - Advise examinees to allow at least two credit card billing cycles after testing before inquiring about their reimbursement.
-

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GMAT Reimbursement Responsibilities, Continued

Examinee Responsibilities The examinee is responsible for scheduling, paying fees, and completing the reimbursement form (Exhibit 3). The examinee must:

Step	Action
1	Prior to testing, contact the nearest DANTES Test Center for eligibility information. For registration information obtain the <i>GMAT Information Bulletin</i> . The examinee may also visit www.mba.com for information.
2	Schedule and take the GMAT examination.
3	Contact the DANTES Test Center after receiving the official GMAT score report (approximately 2 weeks after testing; longer for overseas locations).
4	Fill out the “DANTES GRE General/GMAT Reimbursement Form” (Exhibit 3). Ensure the DANTES TCO completes and signs the form.
5	Submit the completed form, with a legible copy of the official GMAT Score Report no later than 90 days after the scheduled test date to: ETS/CGI P.O. Box 6604 Princeton, NJ 08541-6604

Reimbursement Method Reimbursement occurs in one of two methods depending on how the registration fee was initially paid:

IF BY	THEN
Credit Card	ETS/CGI credits the examinee’s credit card account. <ul style="list-style-type: none"> • Must be the same credit card initially charged. • Allow two monthly billing cycles for the credit to appear.
Check or Money Order	ETS/CGI sends the examinee a reimbursement check approximately 8 weeks after receipt of the reimbursement request.

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GMAT Reimbursement Responsibilities, Continued

Canceling the GMAT Scoring and Reporting

Immediately following the last section of the test, the examinee may elect to cancel the GMAT scores.

- This is the only opportunity for the examinee to cancel the scores.
- Cancelled scores can never be reinstated.
- Later requests to cancel the scores will not be honored, regardless of the reason.

If the examinee cancels the scores, the test fee is forfeited.

- **DANTES will not reimburse the forfeited test fee.**
-

Retests

Retests

The examinee must pay for GMAT retests.

Scoring and Reporting

Score Report Receipt

Upon completion of the GMAT, examinees can choose to see their scores on the screen for the multiple-choice section. Examinees receive an unofficial score report from the test facility if they choose to see the scores.

Approximately 2 weeks after testing, ETS issues an official score report, including scores for the Analytical Writing Assessment, to the examinee and up to 5 designated institutions.

Submit a copy of the official score report to ETS/CGI with the “GRE General/GMAT Reimbursement Form” for reimbursement of the GMAT fee no later than 90 days after the scheduled test date.

Graduate School List

The *GMAT Information Bulletin* contains the list of Graduate Schools of Management used in designating institutions to receive score reports.

Additional Score Reports

Additional score reports may be requested by visiting www.mba.com, using the form included in the *GMAT Information Bulletin* or by calling 1-609-771-7330. The fee for this service is \$25 per institution.

Score Interpretation

GMAT score reports contain four sections:

Section	Score Scale
Verbal	0 to 60
Quantitative	0 to 60
Total	200 to 800
Analytical Writing	0 to 6

Note: Score reports include the percentile ranks associated with the scores.

Interpretive Guide

An interpretive leaflet, *GMAT Examinee Score Interpretation Guide*, is provided with each examinee’s score report. Additional copies of the guides are also available from ETS/CGI. **Designated institutions receive the *Guide to the Use of GMAT Scores*.**

Testing Dates and Fees

Scheduling a Test Date

The GMAT is available every month at test centers worldwide. See Registration/Scheduling Procedures.

Test Fees

Effective 15 July 2003 the test fee is **\$225**.

Test fee information is available on-line at:
www.mba.com/gmat/appointments/fee.shtml

Rescheduling Fee (Not Funded by DANTES)

A \$40 rescheduling service fee is charged for each appointment that an examinee chooses to reschedule.

- In order to reschedule, the examinee must contact the Registration Center (in the U.S. the examinee may contact the test center directly) **NO LATER THAN 7 DAYS** prior to the scheduled appointment.

DANTES does not reimburse the rescheduling fee

Cancellation Fee (Not Funded by DANTES)

The examinee automatically receives a partial registration fee refund of 40% of the test fee if the cancellation request is received at least **7 DAYS PRIOR TO THE SCHEDULED APPOINTMENT**.

- In order to cancel the reservation, the examinee must contact the Registration Center (in the U.S. the examinee may contact the test center directly or call 1-800-GMATNOW) **NO LATER THAN 7 DAYS** prior to the scheduled appointment.

DANTES does not reimburse the non-refunded portion of the cancellation fee.

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Testing Dates and Fees, Continued

No-Show Forfeiture of Registration Fee

Examinees forfeit their entire test fee if they **fail** to:

- Reschedule or cancel **at least 7 days prior** to their scheduled appointment.
 - Appear for testing at the appointed time and date.
-

No-Show Fee Waiver Policy

For emergency “no-show” circumstances, GMAT will consider refunding the registration fee. The following applies:

- The examinee must provide to the DANTES Exams Staff in Pensacola written official documentation that substantiates the circumstances for the emergency “no show.”
 - The DANTES Examinations Staff will forward the documentation along with their recommendation to the GMAT Program Director for consideration. The GMAT decision is final.
 - Examples of emergency “no-show” circumstances include:
 - Unscheduled mission-related military deployment
 - Emergency leave
 - Illness requiring documented medical care
-

Study Guides and Resource Materials

Order Materials

Order necessary materials from the following sources.

Order the item below using the “ETS/CGI Application for Test Materials:”

Item	Source*
<i>“GMAT Information Bulletin”</i>	1 ETS/CGI

Examinees may order the item below by visiting the GMAC Web site: www.mba.com:

<i>“The Official Guide for GMAT Review”</i> Call GMAT Order Services at: (609) 771-7243	2 www.mba.com
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Examinees may download free the item below at any time:

<i>“POWERPREP®”</i> Provided free of charge. Test Preparation for the Computer Adaptive GMAT®	2 www.mba.com
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*Source address denoted by number below.

1
ETS/CGI
DANTES Program
P.O. Box 6604
Princeton, NJ 08541-6604

2
Visit the GMAC Web site at
www.mba.com
